**Request for Proposal**

**No: *[XXXX]***

**For**

***[Insert title]***

**Issued *[insert date]***

**Responses due by *[insert date and time]***

1. **INTRODUCTION**

<Insert brief overview of UBN>

This Request for Proposal (RFP) seeks quotations from appropriately qualified and experienced consultants/contractors for the provision of the services detailed in the following sections of this document.

1. **PROJECT OVERVIEW**
   1. **Objectives**

*[Insert brief overview of project objectives]*

* 1. **Scope of work**

The successful bidder (Contractor) shall be required, and fully qualified, to provide the services detailed in Annex 1. Contractor will be expected to form an integral part of the UBN team and to coordinate closely with the team.

1. **PROCESS TIMELINE**

Each recipient of this RFP is requested to advise UBN of its intention to submit a proposal in response to this RFP (the **Notification of Intention to Bid**) by written notice via email to the UBN Contact listed in section 5 below, no later than *[XX:XX am/pm]* (GMT+1) on *[DD/MM/YYYY]* (the **Notification of Intention to Bid Deadline**, unless otherwise extended by UBN, at its sole discretion).

A schedule detailing deadlines in the award process is set out below. All responses or submissions required by this RFP (the **RFP Response Proposal**) must be received by the UBN Contact listed in section 5 below, no later than *[XX:XX am/pm]* (GMT+1) on *[DD/MM/YYYY]* (the **RFP Response Deadline**).

|  |  |
| --- | --- |
| 1. **Milestone** | 1. **Deadline** |
| 1. Notification of Intention to Bid via email | 1. *[XX:XX am/pm] (GMT+1) on [DD/MM/YYYY]* |
| 1. Preliminary clarification questions on RFP and meetings (if necessary) with bidders | 1. *[XX:XX am/pm] (GMT+1) on [DD/MM/YYYY]* |
| 1. RFP Response Deadline | 1. *[XX:XX am/pm] (GMT+1) on [DD/MM/YYYY]* |
| 1. RFP Response Presentation (if required) | 1. *[XX:XX am/pm] (GMT+1) on [DD/MM/YYYY]* |
| 1. RFP response evaluation and selection of Contractor | 1. *[XX:XX am/pm] (GMT+1) on [DD/MM/YYYY]* |

The RFP Response Proposal shall remain valid and open for a period of *[XX]* days, unless otherwise extended by agreement with bidders (the Validity Period).

1. **CLARIFICATION QUESTIONS**

Prior to the RFP Response Deadline, bidders may submit written clarification questions to UBN. All clarification questions must be received by *[DD/MM/YYYY]*. After receipt of the RFP Response Proposal, UBN may, at its sole discretion, submit written clarification questions to bidders.

Any response or communication received from bidders will be treated in confidence. However, where UBN considers any question or request for clarification to be of material significance, it may, notwithstanding any other provision in this RFP and at its sole discretion, communicate both the query and the response in a suitably anonymous form to all bidders who have submitted a Notification of Intention to Bid. If a bidder does not wish a query or response in such form to be disclosed to other bidders, it must communicate this to UBN with the query. UBN will consider the request and may choose to discuss with the bidder whether it is appropriate to disclose the query and/or the response to other bidders.

1. **POINTS OF CONTACT**

**Bidders' Contact:** On receipt of this RFP, bidders shall appoint, and advise UBN of a point of contact (or points of contact) for specific issues, who shall be responsible for all communication with UBN and to whom UBN may address enquiries with respect to any issues.

**UBN's Contact:** UBN's point of contact for all issues is:

**Name:** *[insert contact name]***Designation:** *[insert contact designation]*

**Department:** *[insert department name]*

**Telephone:** *[insert phone number]*

**Email:** *[insert email address]*

It is important (including for the protection of confidentiality) that all issues are in the first instance channelled through the nominated points of contact.

All correspondence must be provided to UBN's point of contact detailed above. The written consent of UBN's contact must be obtained before any contact is made with other employees, members, or representatives of UBN or of its other advisers regarding the Proposed Project.

1. **RESPONSE FORMAT AND DELIVERY DETAILS**

Bidders must respond to this RFP by submitting an RFP Response Proposal to the UBN contact no later than the RFP Response Deadline, in order to be eligible for consideration for the award of the Form of Contract Agreement.

Bidders shall provide two (2) hard copies (one of which shall be an original) of the Technical and the Commercial components of the RFP Response Proposal together with two (2) soft copy on CDs. The CD’s should include the completed fee template as an excel file. The form of letter of conveyance should be included along with the technical proposal.

The hardcopy tender response shall be packaged in a plain, securely sealed envelopes, with the words “<Insert Project Title>” in the top right-hand corner of the envelope and addressed to the UBN contact specified in section 5. The Bidder should not include their company name on the envelope. The Commercial component of the response must be packaged in its own marked sealed envelope which is then inserted into the main envelope along with the Technical response component.

1. **BID EVALUATION**

UBN will evaluate all proposals submitted by the RFP Response Deadline, unless it chooses to do so otherwise. Late submissions will not be considered. Following receipt of all RFP Response Proposals, UBN will determine whether to hold follow-up meetings with one or more of the bidders concerned or as it may deem necessary.

Bidders will be evaluated according to the best overall value for money, amongst other considerations. Price, qualifications, assumptions and degree of compliance with the provisions in the Form of Agreement (amongst other matters) will be taken into account in determining value for money. UBN may also review and check any references provided by the bidder(s) as part of the evaluation process.

The evaluation matrix to be used in evaluating bidders’ responses is shown below:

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Weight** | **Indicators** |
| *[Insert criteria]* | *[Weight]* | * *[Detailed description of criteria]* |
| *[Insert criteria]* | *[Weight]* | * *[Detailed description of criteria]* |
| *[Insert criteria]* | *[Weight]* | * *[Detailed description of criteria]* |
| *[Insert criteria]* | *[Weight]* | * *[Detailed description of criteria]* |
|  |  |  |

1. **ELIGIBLE BIDDERS/CONSORTIA**

Proposals may be submitted by domestic and/or foreign bidders from any country eligible for public tenders under the laws of the Federal Republic of Nigeria. Each bidder will be responsible for applying for and obtaining all permits and licenses necessary to perform the services under the Form of Agreement and shall satisfy itself according to the procedures and timeframes required for such consents and licenses.

Each bidder must describe any potential or actual conflict of interest or appearance of impropriety, relating to its other clients or to employees of UBN that might arise as a result of such bidder being awarded the Form of Agreement. In addition, such bidder(s) shall indicate (in the RFP Response Proposal) procedures to be adopted to detect, notify UBN of and resolve all such conflicts of interest. Further, each bidder must indicate any pending litigation, regulatory action or other contingent liability that could have an adverse material impact on its ability to enter into and/or perform the Form of Agreement.

The bidder and all individual members composing any consortium must be business organisation(s) duly organised, existing, registered and in good standing under their respective laws of domicile. No consortium may include a member that is a member or affiliate of another bidder. Any introduction of, or changes to any consortium members after submission of the RFP Response Proposal must be approved by UBN. Consortia bidders may be required to provide supplementary documentary material to UBN (including copies of the relevant joint venture or consortium agreements and powers of attorney with respect thereto or, in the case of unincorporated consortia, a declaration of joint and several liability), and must nominate one member to serve as the managing member of, and single point of contact for the consortium.

1. **GENERAL**

This RFP does not constitute an offer and UBN does not give any commitment to accept any RFP Response Proposal or to enter into any contract pursuant to this RFP or any RFP Response Proposal. Accordingly, no contract shall be implied or inferred by virtue of the issuance of this RFP and/or by the acceptance of responses in connection with it or by negotiations or discussions with one or more bidders regarding the Proposed Project.

Each bidder will bear its own costs and expenses in connection with this selection process, including all direct and indirect costs and expenses for the preparation of its proposal and its participation in this process, whether successful or not.

Any sub-contractors required for the Proposed Project will be hired by Contractor, who will be solely responsible for their management. The proposed sub-contractors must be approved by UBN, which reserves the right to require any bidder to exclude or replace any sub-contractors in the bidder's RFP Response Proposal with other sub-contractors satisfactory to UBN.

UBN has taken all reasonable care to ensure that the contents of this RFP are accurate. However, no representation, warranty or undertaking, express or implied, is made and no responsibility is or will be accepted by UBN as to the accuracy or completeness of the information contained in this RFP or any other information provided by or on behalf of UBN in connection with the work tendered under this RFP.

UBN requires that bidders observe the highest standard of ethics during the process of preparing the RFP Response Proposal. UBN will reject an RFP Response Proposal and terminate, with immediate effect, any Form of Agreement if it determines, at its sole discretion that the bidder has in any way, whether directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in connection with the preparation or submission of its RFP Response Proposal.

UBN reserves the right to issue by addendum changes to the RFP and/or changes to the Form of Agreement, including requiring the bidder to provide the price impact for each requested change in order to permit fair comparison between the RFP Response Proposals received from other bidders.

**ANNEX 1 – SCOPE OF SERVICES**

*[Insert detailed scope of services]*

**ANNEX 2 – RESPONSE CONTENT**

*[Insert details on RFP response content and format]*

**ANNEX 3 – COMMERCIAL RESPONSE AND FEE TEMPALTE**

*[Insert commercial response and fee template]*

**ANNEX 4 – FORM OF LETTER OF CONVEYANCE**

*[Insert template for letter of conveyance]*